

GEORGIA DEPARTMENT OF HUMAN RESOURCES
Human Resource/Personnel Policy #1013

MISCELLANEOUS LEAVE/TIME

EFFECTIVE DATE: July 1, 2002

RELEASE DATE: July 1, 2002

REFERENCES: State Law (O.C.G.A. §38-3-90 *et seq.* - Disaster Volunteer Leave)
State Law (O.C.G.A. §45-20-31 - Organ/Bone Marrow Donation Leave)
State Law (O.C.G.A. §45-20-30 - Blood Donation Time)
Rules of the State Personnel Board - Rule 18 (Leave)

This policy covers the following areas: disaster volunteer leave, organ donation leave, bone marrow donation leave, blood donation and voting time. Each section addresses paid and/or unpaid leave/time that is available to eligible employees who are absent from work for these activities.

(Section A)

**DISASTER
VOLUNTEER
LEAVE**

Employees who are certified disaster service volunteers are eligible for leave with pay in order to participate in specialized disaster relief activities based on the following conditions:

1. There must be a disaster within Georgia or a neighboring state with a reciprocal agreement that has been declared by the President or a State Governor.
2. The American Red Cross must request the employees' services.
3. Employees are to submit written requests for disaster volunteer leave along with supporting documentation to their supervisor. Requests will be reviewed and either approved or denied on a case by case basis.
4. Disaster volunteer leave may be granted for up to fifteen (15) work-days (not to exceed 120 work hours) in a 12-month period.

NOTE: Employees who do not qualify for disaster volunteer leave, but want to participate in disaster relief activities, may request to use annual leave, personal leave, compensatory time or leave without pay.

(Section B)

**ORGAN
DONATION
LEAVE**

A leave of absence **with pay** for thirty (30) calendar days will be granted to employees who donate an organ for transplantation.

1. For purposes of this policy, 'organ' means a human organ, including an eye, that can be transferred from the body of one person to the body of another.

MISCELLANEOUS LEAVE/TIME (continued)

2. Employees requesting leave to donate an organ must provide to their supervisor or other designated official a statement from the medical practitioner performing the transplant or from the hospital administrator. This statement must certify that the employee is donating an organ for transplantation.
3. If the organ donation does not take place, any absence will be charged to accrued leave, personal leave, compensatory time or leave without pay.

(Section C)

BONE MARROW DONATION LEAVE

A leave of absence with pay for seven (7) calendar days will be granted to employees who donate bone marrow for transplantation.

1. Employees requesting leave to donate bone marrow must provide to their supervisor or other designated official a statement from the medical practitioner performing the transplant or from the hospital administrator. This statement must certify that the employee is donating bone marrow for transplantation.
2. If the bone marrow donation does not take place, any absence will be charged to accrued leave, personal leave, compensatory time or leave without pay.

(Section D)

BLOOD DONATION

Employees are to be allowed time during work hours to donate blood, blood platelets or granulocytes (white blood cells) through the pheresis process.

NOTE: Pheresis is a procedure in which blood is drawn from a donor and separated into its components, some of which are retained. The remainder is returned by transfusion to the donor.

1. Employees must request and receive prior approval from their supervisors to be away from the work area for blood donation. Supervisors may schedule the time to be used for this purpose based on the needs of the organization.
2. Time away from work is for the purpose of donating blood, platelets or granulocytes and to recover from the donation. Employees who do not use the time allowed, as specified below, at the time of each donation, do not accrue any right to additional absence or payment.
 - 2.1 Up to two (2) hours per donation [no more than eight (8) hours per year] may be granted when employees donate blood.

MISCELLANEOUS LEAVE/TIME (continued)

- 2.2 Up to four (4) hours per donation [no more than sixteen (16) hours per year] may be granted when employees donate blood platelets or granulocytes through the pheresis process.
3. Employees who donate blood, platelets or granulocytes on non-work time are not to receive time off from work due to the donation.

(Section E)

VOTING TIME

1. Employees are encouraged to vote. If employees' work schedules do not allow at least two (2) hours either before or after work to vote, the difference in time may be granted to employees for voting purposes. This time is not charged to annual leave, personal leave, compensatory time or leave without pay.
2. Employees not eligible for voting time may request to use accrued annual leave, personal leave, compensatory time or leave without pay to vote.

For additional information or assistance, please contact the Office of Human Resource Management and Development (OHRMD) – Operations & Benefits Section at 404/656-4588.
